

# PROCEDURAL GUIDANCE MESSAGE

Name and Grade of Action Officer Capt Rubalcaba				Office Symbol AFRS/RSOAP		Series Number 108		Signature of Action Officer		Implementation Date: 18 Nov 03	
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date
1	RSOP/ CCU	Coord	RSOP _____ CCU _____	5				9			
2	RSOAP/ RSOA	Coord	RSOAP _____ _____	6				10			
3	RSO/ CCU	APPR	RSO _____ CCU _____	7				11			
4	RSOPA	X-MIT	_____	8				12			

**FROM:** HQ AFRS/RSO

**SUBJECT:** Monthly StatPak Audit Procedures

**TO:** All Operations Personnel

1. Accuracy of recruiting data is an important goal of everyone in AFRS. On 30 Oct 01, the HQ AFRS Operations Division instituted a formal review policy to insure the accurate and timely reporting of command-wide production data. This PGM revises procedures and timelines previously published in PGM 102.
2. The StatPak is a data report published and issued by the Operations Division Production Analysis Section (RSOAP). Its purpose is to summarize the previous month's officer, enlisted, and MEPS recruiting business so that correct production data is visible to users at all levels, along with being available for use in the AFRS competition system. A StatPak report for the previous month will normally be released to the four groups within five working days after the start of the next month.
3. Each group operations division will completely audit their portion of the StatPak within ten working days following receipt. Any inputs for corrections, or a "no-changes required" response, must be reported to HQ AFRS/RSO, via email at statpak@rs.af.mil, NLT conclusion of the ten day review period. Although RSOAP publishes the StatPak, it relies on information provided by various other headquarters' offices and is not empowered to change that data, unless advised to do so by the data owner. Therefore, upon receiving notification of potential discrepancies, RSOA will contact the appropriate HQ AFRS offices for resolution of specific questions. Timely feedback to RSOA will be provided by the appropriate RSO office on specific issues raised. This information will then be incorporated into the Competition document and forwarded back to the respective group, as appropriate.
4. It is expected that groups will consolidate responses/issues for all squadrons within their group. Group responses should come from either group commanders, deputy commanders, or superintendents and be addressed to the above mailbox. Following RSOAP review and adjudication of group concerns, the production data in the StatPak will be considered "official" and a monthly competitions report will be published to all groups and squadrons. The "final" version will normally be distributed before the start of the next month.
5. **This PGM supersedes PGM 102, dated 17 Jun 02, same subject.**

FOR THE COMMANDER

//Signed//

DANIEL WOOLEVER, Lt Col, USAF  
Deputy Chief, Operations Division